

How to Use the Document Solutions, Microfiche, Microfilm and Imaging Equipment, Software, Supplies and Services Statewide Contract

Contract #: OFF27 Contract Duration: 07/01/2009 to 6/30/2016

MMARS #: OFF27* Options to renew: No options available

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This contract contains **Supply Diversity Office Certification (SDO), Supplier Diversity Program (SDP), Small Business Purchasing Program (SBPP) and Environmentally Preferable Products Program (EPP)**

Last Change Date: November 16, 2015

Contract Summary

The Document Solutions, Microfiche, Microfilm and Imaging Equipment, Software Supplies and Services statewide contract consists of the following four (4) categories:

Category 1A - Microfiche/Microfilm Equipment, Supplies and Maintenance

Category 1B – Microfiche/Microfilm Conversion Services

Category 2A – Imaging Equipment, Software, Supplies and Maintenance

Category 2B – Imaging Conversion Services

Benefits and Cost Savings

All Contractors offer Prompt Pay Discount as identified within this Contract User Guide under the Vendor Information. All Contractors offer Prompt Pay Discounts if payments are made within the contractor-identified number of days of receipt of invoice.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;

09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct, outright purchases.

Categories 1A & 2A Microfiche/Microfilm Equipment, Supplies and Maintenance and Imaging Equipment, Software, Supplies and Maintenance

Categories 1A & 2A pricing reflects a Percentage (%) off a Dated Manufacturers Price List. The Percentage (%) off list offered is **fixed** for the entire term of the contract including option years.

A minimum of a 12 month warranty that includes all parts and labor on all equipment on Contract is included in the pricing for Categories 1A and 2A equipment. All equipment prices also include delivery and installation statewide. If special installation is required, such as but not limited to rigging, the Contractor and Eligible Entity must negotiate and agree on a cost for the special installation and note it on the equipment confirmation form prior to issuing a purchase order.

Categories 1B & 2B Microfiche/Microfilm Conversion Services and Imaging Conversion Services

Categories 1B & 2B line item pricing are **fixed for the initial 12-month term of the contract**.

CATEGORY 1A: MICROGRAPHIC EQUIPMENT, SUPPLIES AND MAINTENANCE

The following Contractors have contracts in Category 1A - Micrographic Equipment, Supplies and Maintenance:

- BizTech,
- Donnegan,
- Eastern Micrographics d/b/a New England Archives Center
- Konica Minolta
- Eastern Micrographics d/b/a New England Archives Center

The Manufacturers included in this contract for Category 1 are EyeCom, Canon, Kodak, Konica Minolta, Scan Pro and Agfa.

CATEGORY 1B – MICROGRAPHIC SERVICES

The Micrographic Services Category pertains to the services currently in demand as well as future needs for the Commonwealth. Category 1B awards have been made to the following six (6) Contractors.

- BizTech,
- Databank
- Donnegan
- Eastern Micrographics d/b/a New England Archives Center

- Konica Minolta
- Ricoh

Eligible Entities are urged to review each Contractors pricing structure to decide which Contractor provides the “Best Value.”

Eligible Entities may negotiate discount rates, for continuous service or large volumes, with approved Contractors for services indicated on the Category 1B Cost Table. Eligible Entities should request quotes from at least two (2) Contractors. The Contract Manager must be notified of any negotiated discount rate accepted by an Eligible Entity under the terms and conditions of the Contract. Once the Contract Manager is notified the negotiated discount rate must be available for a minimum period of thirty (30) days to all Eligible Entities who have the exact specifications.

CATEGORY 2A – IMAGING EQUIPMENT, SOFTWARE, SUPPLIES AND MAINTENANCE

The Document Solutions SSST has awarded contracts to those companies that provide the best combination of technical ability and business value for document solution services in the Commonwealth. Contractors on this Document Solution Contract are expected to, design, develop, implement, and/or if necessary operate a technical and/or business solution. Please refer to the Category 2A Hardware and Software list for a listing of the Contractors and the hardware and software offering by each Contractor, including discounts off list.

The Document Solutions Contract is distinct in that Contractors are asked to supply complete systems solutions for an enterprise. The business solution may be for a “turnkey” (standardized system design) or custom-built for a single customer to meet the Eligible Entities requirements. In most cases, the hardware and software supplied with the system will be based on generally accepted industry standards (e.g. ANSI, AIIM and others) and geared toward “open” standards versus “proprietary” standards.

Category 2A Contractors are not allowed to sell hardware or software independent of a document solution system that is capable of scanning paper documents, indexing and storing the resulting files.

Any hardware devices including multifunction devices that are capable of copying or printing are not allowed unless all the following conditions are met:

1. The hardware device is sold along with a major scanning application or the Eligible Entity already owns a major software scanning application and;
2. The hardware devices will enhance the Eligible Entities scanning or document management solution, or provide better content control, collaboration and personal/workgroup productivity and;
3. The Eligible Entities intends to use the multifunction device in that application and;
4. The equipment is installed for use in that application and;

5. The Contractor receives written confirmation and agreement of these requirements from the Eligible Entity before any sale of hardware devices on OFF27 and;
6. Contract Manager receives a copy of the Eligible Entities written confirmation from the Contractor within 30 days of the hardware device sale.

Equipment Confirmation Form: The Eligible Entity and the Contractor must complete the equipment confirmation form prior to issuing an order. Contractors **cannot** require an Eligible Entity to execute any additional documents or paperwork for a purchase, term lease or rental. Any additional documents or paperwork executed by an Eligible Entity and/or Contractor will be considered void. The Equipment Confirmation Form is located under the Forms & Terms tab.

Individual items for the hardware and software portions of the quote can be purchased from existing OSD IT Contracts. The Eligible Entity should compare pricing with the other contracts and order hardware and software from the contract that provides the best value. If an Eligible Entity decides to purchase off an existing OSD IT Contract, the OFF27 Contractor is still responsible for the system installation, and complete implementation.

Category 2A awards have been made to the following nine (9) Contractors:

- All Star,
- Databank
- Donnegan
- Duplitron,
- Eastern Micrographics d/b/a New England Archives Center
- Konica Minolta
- EMC
- Ricoh
- Xerox

CATEGORY 2B – IMAGING SERVICES

The Imaging Services Category pertains to the services currently in demand as well as future needs for the Commonwealth. Eligible Entities are urged to review each Contractor's pricing structure to decide the "Best Value."

Eligible Entities may negotiate discount rates, for continuous service or large volumes, with approved Contractors for services indicated on the Category 2B Cost Table. Eligible Entities should request quotes from at least two (2) Contractors. The Contract Manager must be notified of any negotiated discount rate accepted by an Eligible Entity under the terms and conditions of the Contract. Once the Contract Manager is notified the negotiated discount rate must be available for a minimum period of thirty (30) days to all Eligible Entities who have the exact specifications.

Category 2A awards have been made to the following nine (9) Contractors:

- Databank,
- Donnegan,
- Duplitron,
- Eastern Micrographics d/b/a New England Archives Center
- Konica Minolta
- Microsearch,
- Xerox

Additional Information

Delivery & Installation Requirements:

Delivery and Installation will be F.O.B. Destination with no delivery or installation expenses paid by Eligible Entities of this contract except as defined in Categories 1B and 2B. The Contractor must make delivery and have product available for delivery to all parts of the Commonwealth and shall be responsible for delivery, unloading and installation of product.

Training & Technical Support Services:

All equipment offered on this contract includes immediate training for all personnel at no additional cost until the equipment can be operated independently by the customer.

Customer Satisfaction: It is required that the Contractor maintains customer satisfaction in the following areas:

- Customer Service: Includes but is not limited to timely response to shipping or billing inquiries as well as service response by technicians as required by the statewide contract.
- Sales Support: in presenting the contract terms and conditions including accurate price quotes to an Eligible Entity.
- Technical Support: for equipment and network support.

Strategic Sourcing Services Team Members

Bill Ferringio	Executive Office of Transportation
Christine Arentz	Department of Public Health
Marcia Deegler	Operational Services Division
Marie Killackey	City of Cambridge
Mike Syversen	Executive Office of Health and Human Services
Molly Cahill	Chelsea Soldiers Home

Summary of Where to Obtain Important Contract Information in COMMBUYS

- This contract has been set up as a line item catalog in COMMBUYS with specific pricing for line items identified.

- There are multiple vendors on this contract and each has been assigned a unique Master Blanket Purchase Order (PO). Vendor prices are located with each line item identified with the Master Blanket Purchase Order.

How to place an order

- Once a price has been obtained and selected the ordering process is as follows:
- Initiate a new requisition
- Search for an item (Use OFF27) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter Quantity
- Enter the total price
- Add additional items if required
- Submit for approval

Where to find complete OFF27 contract information on COMMBUYS

If additional statewide contracts details are required please refer to the OFF27 files listed under the Conversion Vendor **C117346-vCurrent** link. This link provides detailed information as it relates to the statewide contract RFR, award information and specifications.

If you need additional assistance please contact the Commbuys help desk at 617-720-3197.